

COMMUNITY RECREATION ASSISTANT

Class Definition

Under supervision, plans, organizes, monitors, conducts and evaluates a variety of sports, games, arts and crafts, special events and related recreational activities for all abilities of participants in the community, in the field or at an assigned facility.

Distinguishing Characteristics

Community Recreation Assistant is a specialized class in the Recreation Division of the Parks, Recreation and Community Services Department. Incumbents supervise temporary and permanent-intermittent employees, plan, organize, and conduct a wide variety of recreation and or community service activities, i.e. music, drama, dance, arts and crafts, sports activities, teen, senior citizen, therapeutic and /or physical development programs, maintain equipment and are responsible for all necessary records and reports. It is distinguished from the Recreation Leader series in that incumbents of the latter are responsible only for the implementation of specific events and /or programs. Work is performed in the field or at a community center, neighborhood park, playground or neighborhood center and may require an incumbent to work nights and weekends.

Typical Tasks

(This list is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Plans, directs, conducts, and evaluates recreational, social, cultural, therapeutic and or physical development programs and other related activities at a specific facility.

Assists in orienting, training, instructing, directing and evaluating permanent-intermittent, seasonal and temporary employees, summer youth employment personnel and volunteers assigned to a specific facility.

Maintains the security of the premises, which may require call backs on alarm calls or emergencies on a twenty-four (24) hour basis.

May request donations from community businesses for support of recreation programs.

Maintains and prepares required reports and records as determined by supervisors.

Contacts citizens, organizes and works with community groups and organizations to plan and provide for the delivery of recreational services to meet their needs.

Makes continuing assessments of recreational needs for a specific facility, recommends additions, deletions, or adjustments to supervisors.

Fills program vacancies at a specific facility from an approved permanent-intermittent or temporary employee substitution list in emergency situations.

Actively participates in the promotion of recreation programs at a specific facility.

Oversees the maintenance of buildings, equipment and grounds in providing for the safety of all participants at a specific facility.

Participates in all mandatory training programs provided by the City.

Assists with the staffing of special events and activities.

Conducts organized sports leagues and tournaments.

Performs other duties as may be required.

Knowledge, Abilities and Skills

Knowledge of recreational activities such as sports, games, arts, crafts, dramatics, music, and the ability to assist in the coordination of special events.

Knowledge of social services or related types of programs and services available to the community.

Ability to assess and prepare programs based upon community needs.

Ability to speak and write clearly and precisely.

Ability to effectively communicate and work with a diverse community.

Ability to review and apply contents of the Department's Policy and Procedures Manual and the Injury and Illness Prevention Program Manual and its contents.

Ability to understand local government structure, department policies and procedures, goals and objectives and chain of command procedures.

Minimum Qualifications

Completion of 60 semester units from an accredited college or university with a minimum of 15 units of major course work in recreation, education, physical education, public administration, or closely related field, and the equivalent of one year of recreation leadership experience, equivalent to that gained as a Permanent-Intermittent or Temporary Recreation Leader with the City of Fresno. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

Necessary Special Requirements

A valid Cardiopulmonary Resuscitation (CPR) and First Aid Certificate are required at time of appointment and possession of a valid California Driver's License may be required at time of appointment.

APPROVED: _____
Director

DATE: _____